

West Virginia University Airplane Reservation Form

1. General business purpose for trip: See explanation below
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Charleston, WV
4. Destination address: Charleston, WV airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	5/2/2017	Morgantown	8:30a.m.	Charleston, WV
2	5/2/2017	Charleston	12:00 p.m.	Morgantown, WV
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Brian Anderson		Director, West Virginia University Energy Institute, PI WVU NNMI-RAPID Proposal	Provost/ Academic Affairs	The overall purpose of the planned travel is to connect leadership representatives of the National Network for Manufacturing Innovation (NNMI) Rapid Advancement in Process Intensification Deployment (RAPID) Institute with research and facilities leadership in West Virginia, with larger goals of economic and technology development initiatives for the state, utilizing unique facilities and capabilities. NNMI-RAPID is a \$100M+ collaboration with the US Department of Energy Advanced Manufacturing Office. The primary destination of the travel is the West Virginia Regional Technology Park (WVRTP), a state-of-the-art facility near Charleston, West Virginia with outstanding available facilities that provide unique opportunities for collaboration between West Virginia businesses, WVU, and NNMI-RAPID. While at the WVRTP, representatives of the West Virginia Department of Commerce will join with the team to meet with representatives from NNMI-RAPID, the WVU Energy Institute, and the WV Regional Technology Park.	3
2	Karen Fletcher		CEO, NNMI-RAPID	Provost/ Academic Affairs		3
3	Melissa Klembara		Chief of Staff, Technology Manager, US Department of Energy, Advanced Manufacturing Office	Provost/ Academic Affairs		3
4	John Hu		Director, West Virginia University Center for Innovation in Gas Research and Utilization	Provost/ Academic Affairs		3
5	John Adams		Assistant Director for Business Operations, West Virginia University Energy Institute	Provost/ Academic Affairs		3
6	Samuel Taylor		Assistant Director for Research Operations, West Virginia University Energy Institute	Provost/ Academic Affairs		3

5. Lead passenger name / cell number: Brian Anderson- [REDACTED]

6. Ground transportation:

- No ground transportation required.
- I prefer to set up my own ground transportation.
- I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

- No catering required.
- Catering is required. Details: _____

Approval was given before the trip. Paperwork was not signed until 6-19-17. JB

8. Signature of WVU President, Vice President, Chancellor or designee:

Joyce McConnell Printed: Joyce McConnell Date: June 19, 2017

For internal use:

9. Approved by WVU President's Office:

[Signature]

Date sent to LJ Aviation: 5/1/17

Printed name: Amy Garbrick

Updated: 12/29/2014